

EXTERNAL RELATIONS

OIG Semiannual Report

APPROVAL/TRANSMITTAL

This section provides the policies and procedures for planning, developing, and issuing the OIG Semiannual Report to the Secretary and the Congress. This section has been revised to include additional requirements and to comply with Executive Order 12861, dated September 11, 1993. This supersedes IG-1532, dated March 10, 1987. Remove and destroy previous editions.

---

ROGER C. VIADERO  
Inspector General

=====

A. BACKGROUND. One of the principal objectives of the Inspector General Act of 1978, as amended, is to keep the head of the Department and the Congress fully and currently informed about problems and deficiencies relating to programs and operations and the necessity for corrective action. To accomplish this objective, the Act requires the Inspector General to report immediately to the Secretary any particularly serious or flagrant problems and to report semiannually to the Secretary and the Congress significant problems, abuses, or deficiencies in the Department's programs and operations.

B. POLICY. In accordance with Section 5 of the Inspector General Act of 1978, as amended, the Inspector General will prepare semiannual reports which summarize the activities of OIG during the 6-month periods ending March 31 and September 30 of each year. Semiannual reporting will comply with all provisions of the Inspector General Act of 1978, as amended.

C. RESPONSIBILITIES

1. Inspector General

- a. Prepare and issue semiannual report.
- b. Appoint semiannual report coordinator.
- c. Provide comments on draft reports.

A

December 11, 2000

(C1)

d. Resolve conflicts between reviewers or between reviewers and coordinator.

e. Approve the format, cover, and final report.

f. Sign appropriate transmittals.

2. Assistant Inspectors General

a. Prepare and submit report-quality finished products to coordinator in accordance with the milestone dates.

b. Assure accuracy of material submitted. All information provided for publication in the semiannual report must be supportable and pertinent to the current 6-month period.

c. Provide comments on drafts within the time periods established.

3. Semiannual Report Coordinator

a. Develop milestone dates and assign to appropriate offices.

b. Assure milestone dates are met.

c. Edit and format material submitted to assure information is clear and concise, and that the substantive issues are emphasized.

d. Provide for review as appropriate to senior managers. Make changes based on comments received. Proofread finished product.

e. Verify completeness of statistics, totals, percentages, and cross-references within the document.

f. Resolve disagreements between reviewers or refer the matter to the Deputy IG or IG for resolution.

g. Arrange for preparation of graphics, cover, and report printing.

h. Assist with transmittal and distribution of report as appropriate.

#### D. REPORT CONTENT AND PRESENTATION

1. Content. Semiannual reports must include the information required in the Inspector General Act of 1978, as amended. In addition, the IG may include any material deemed appropriate. The report should be well organized, easy to read, accurate, balanced in content and tone, and graphically attractive. It should recognize and present the accomplishments of the Department as well as deficiencies.

2. Tone

- a. Include the most significant efforts of the IG.
- b. Report deficiencies in direct, accurate, and explicit terms.
- c. Adhere to the principles of plain English.

3. Presentation of Report

- a. Use headings and subheadings to emphasize main ideas.
- b. Use charts and graphs to show trends and to make comparisons, correlations, or analysis.
- c. Use pictures to convey an image and irrefutable evidence of a particular condition or activity. Glossy prints are required, rather than photos in a digital format or printed on nonglossy paper. For any photo taken by a person outside the Department, a signed letter on the originating organization's letterhead authorizing OIG's use of the photo must be obtained.
- d. Clearly and accurately label charts, graphs, and pictures.

4. Cover Design

- a. The cover may contain a picture, graphic, or illustration which has been approved by the IG.
- b. The cover must include the USDA logo, full name of USDA, title of the report, reporting period covered, and date of issuance.

E. TRANSMITTAL OF SEMIANNUAL REPORT. The coordinator will ensure that transmittal is made as provided below. Additional distribution may also be made as directed by

IG-1532

the IG.  
(E1)

1. Secretary of Agriculture. The IG will transmit the applicable report to the Secretary by April 30 and October 31 of each year.

2. Congress. The Secretary will transmit the report to Congress, specifically the President of the Senate and Speaker of the House of Representatives, by May 31 and November 30 of each year.

3. Others. The Inspector General will transmit the report to the following.

a. Ranking minority member, majority member, and chairperson of each committee concerned with USDA programs and appropriations, and to the committees concerned with investigation and law enforcement issues.

b. Congressional members requesting a copy.

c. Inspectors General

d. USDA Officials - the Secretary and the Secretariat.

e. OIG employees nationwide.

f. Members of the public or others, upon request.

oOo